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NASA Procedural Requirements

NPR 3319.1

Effective Date: May 07, 1999

Expiration Date: December
07, 2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Management of Senior Scientific and Technical and Other Senior Level Positions w/Change 1 (3/29/04)

Responsible Office: Office of Human Capital Management[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) | [ALL](#)

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Chapter 3. Policy

3.1 Initial Pay Level

Initial appointments will be made at the lowest practicable pay level. Current employees converted to an ST/SL position may receive an appropriate increase in pay, normally a minimum of 6 percent. Appropriate alignment with the pay of SES positions will also be considered.

3.2 Performance Appraisal

Performance is evaluated annually to enhance the achievement of Agency goals and serves as a basis for granting annual performance awards. The ST/SL appraisal period begins July 1 and ends June 30.

3.3 Pay Structure

The NASA ST/SL pay system consists of 7 pay levels. Level ST/SL-C is a pay band covering the lower third of the ST/SL pay range, and has a minimum pay rate of no lower than 120 percent of the GS-15/1 pay rate and a maximum pay rate not to exceed the ST/SL-1 pay rate. Levels ST/SL-1 through ST/SL-6 have fixed pay rates, covering the upper two thirds of the ST/SL pay range. The pay rate for ST/SL-6 will not exceed the pay rate for SES Level ES-6. Specific pay rates for NASA ST/SL Levels are determined by the Administrator. Current pay rates are shown in Appendix A.

3.4 Pay Increases

3.4.1. Merit Increases. Level increases and merit increases in pay within ST/SL Level C will be based on demonstrated performance. Such increases can occur no more than once in a 12-month period. Level increases can, in rare cases, and subject to the approval of the Administrator, be more than 1 level.

3.4.2. Promotions. Promotions to Levels ST/SL-5 and ST/SL-6 will be rare, and will be approved by the Administrator based on the special importance of the position and/or the unusually high qualifications of the incumbent.

3.5 Performance and Incentive Awards

Incumbents will be considered for all awards for which they are eligible under Federal law and OPM guidelines. They will be considered on the basis of performance rather than position. A range of award amounts based on performance shall be given.

3.6 Employee Development

NASA will provide an effective program framework and the required resources for the systematic development and

continuous professional growth of its ST and SL employees. NASA and each employee share the responsibility for identifying individual development needs and obtaining the training, education, and development experiences to meet them. Pursuant to its responsibility, NASA provides in-house education, financial, and logistics support for academic education programs, and arrangements for developmental work assignments.

3.7 Ethical Standards

ST and SL employees will maintain the highest level of ethics. Each is entrusted with major responsibilities in support of programs established by our national leadership. They must receive annual ethics briefings, supplemented with additional training, as appropriate, and must complete a public financial disclosure report annually as well as when entering and leaving their ST or SL position.

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